

Peninsula Library System Information Services Committee

August 18, 2026

10:00 AM

San Mateo County Libraries Administration Building

125 Lessingia Ct

San Mateo, CA 94402

or

ZOOM

<https://SMCL.zoom.us/j/99586290878?pwd=nGhOtqytmpaxh8EwL6M4CaKbTk7NEn.1>

Meeting ID: 995 8629 0878

Passcode: 854256

Dial by Your Location

+1 669 444 9171 U.S.

Find your local number: us06web.zoom.us/j/99586290878?pwd=nGhOtqytmpaxh8EwL6M4CaKbTk7NEn.1

Peninsula Library System Information Services Committee

Jason Yap, Burlingame Public Libraries

Zack Whitley, Daly City Public Library

Rose Walden, Menlo Park Libraries

Heriberto Madrigal, Redwood City Public Library

Wilma Lee, San Bruno Public Library

Justin Pham, San Mateo County Libraries

Mary Torres Volken, San Mateo County Community Colleges

Paul Vaughn, San Mateo Public Library

Stacy Lein, South San Francisco Public Library

- | | | |
|-------------|---|-----------|
| I. | Introductions and Roll-Call | Justin P. |
| II. | Approval of Consent Items | Justin P. |
| | a. Approval of Agenda (Action Item) | |
| | b. Approval of Minutes (Action Item) | |
| III. | Vendor Demos | |
| | a. Transparent Language | Vanessa |
| | b. Mango Languages | Vanessa |
| IV. | Old Business | |
| | a. Updates to Website | Zack |
| | b. New Ad Hoc Committees | Justin P. |
| | c. Vendors (In General) | Everyone |
| V. | New Business | |
| | a. Info Services Vice Chair (Action Item) | Justin P. |
| VI. | Reports | |
| | a. Ebook | |
| | b. Bib Standards | |
| | c. Children/Teen | |

- d. Circ Managers
- e. Directors
- f. Marketing
- VII. Public Comment** – (Individuals are allowed three minutes, groups in attendance five minutes. It is system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendaized pursuant to state law).
- VIII. Review of Draft Agenda Calendar, Agenda** Justin P.
- IX. Announcements**
- X. Adjournment**
- XI. Recorder:** Burlingame (San Mateo next in rotation for September)

Brown Act: This meeting abides by Cal. Gov't Code § 54953.

Cal. Gov't Code § 54953(b)(1) "Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding."

Cal. Gov't Code § 54953(j)(6) A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both."

Gov't Code § 54953 (b)(2) "Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

- (A) All votes taken during a teleconferenced meeting shall be by rollcall.
- (B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.
- (C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.
- (D) The legislative body shall allow members of the public to access the meeting, and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3."

Gov't Code § 54953 (b)(3) "If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e)."

In accordance with 54953.8(b)(8), please contact info@plsinfo.org for requesting a reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132),

Meeting Locations

Burlingame Public Library, 480 Primrose Road, Burlingame, CA 94010

Daly City Public Library, 134 Hillside Blvd, Daly City, CA 94014

Menlo Park Public Library, 800 Alma Street, Menlo Park, CA 94025

Redwood City Public Library, 1044 Middlefield Road, Redwood City, CA 94063
San Bruno Public Library, 701 Angus Avenue West, San Bruno, CA 94066
San Mateo County Community College District, 3401 CSM Drive, San Mateo, CA 94402
San Mateo County Library, 125 Lessingia Court, San Mateo, CA 94402
San Mateo Public Library, 55 West 3rd Avenue, San Mateo, CA 94402
South San Francisco Public Library, 901 Civic Campus Way, South San Francisco, CA 94080

Peninsula Library System Information Services Committee

July 21, 2026

10:00 AM

ZOOM LINK: sanbruno.ca.gov/infoservices

Meeting ID: 810 0122 6891

Passcode: 264676

Dial by Your Location

+1 669 444 9171 U.S.

Find your local number: us06web.zoom.us/j/kdF571Nrx4

Peninsula Library System Information Services Committee

Fiona Potter, Redwood City Public Library (last meeting, leaving for new job out of PLS)

Jason Yap, Burlingame Public Libraries

Zack Whitley, Daly City Public Library

Iris Keenan, Menlo Park Libraries

Heriberto Madrigal, Redwood City Public Library

Wilma Lee, San Bruno Public Library

Justin Pham, San Mateo County Libraries

Paul Vaughn, San Mateo Public Library

Stacy Lein, South San Francisco Public Library

Guest: Justin Wasterlain, Pacific Library Partnership

Guest: Vanessa Walden, Pacific Library Partnership

I. **Introductions and Rollcall**

The meeting was called to order at 10:02 am.

II. **Approval of Consent Items**

Vaughn (SMPL) put forth a motion to approve the agenda and minutes as submitted. The motion was seconded by Pham (SMCL). The agenda and minutes were, without corrections, unanimously approved by roll call.

III. **Old Business**

a. **Updates to Website**

Whitley (DCPL) shared that the revisions of the FAQ's were submitted to PLAN, but the website has not been updated.

b. **Measure K Programming Updates**

Lein (SSFPL) shared it has been completed. Wasterlain (PLP) added that he completed his report and submitted it to Measure K committee members and was accepted by SMC Supervisor Speier.

c. New ad hoc committees

Wasterlain (PLP) shared he sent out meeting requests for shared programming and empower card committees but has not scheduled meetings yet.

IV. **New Business**

a. Vendors (In General)

Lein (SSFPL) shared that out of county visitors have been requesting library cards to access more Hoopla borrows as their home library has reduced the number of borrows. Lein shared that similar visitors have requested cards in addition to their San Mateo County home library card (which SSFPL have not issued to these visitors). All libraries confirmed that their subscription status has not changed. Vaughn (SMPL) advised they did reduce their number of borrows from 10 to 5. PLS libraries still have it. Vaughn and Keenan (MPL) shared they reduced their borrow amount from 10 to 5.

Vaughn (SMPL) shared that he scheduled a Data Axle training for August 4th at 2:30 pm at the main branch of the San Mateo Public Library.

Walden (PLP) reminded the committee she can schedule demos from foreign language provider services such as Mango if the committee is interested in different vendors than Pronunciator.

Pham (SMCL) shared that they have closed their RFP. They will use Brodart for shelf ready materials and Ingram for additional ordering. He also shared that they will be looking into Colibri USA's paper back jacket cover machine.

b. Info Services Vice Chair (Action Item)

Lee (SBL) shared that the committee should assign another library to be Vice Chair in the case that the current chair cannot attend the meeting. Pham (SMCL) advised he will chair the August Meeting in Lee's place. Lein (SSFPL) recommended the committee review any formal meeting documentation, e.g., charter, by-laws, etc. to see if this role should have been voted on initially or if we need to change any documentation to make the change. At the August meeting we will review the documentation and vote on the establishment of a vice chair. Lein (SSFPL) put forth a motion we review any existing documentation about the committee's structure and if no change is needed, we approve the establishment of the vice chair role. The motion was seconded by Vaughn (SMPL). Motion was unanimously approved by roll call.

c. Info Services Meeting Format

Lee (SBPL) shared if we follow the meeting schedule, the next meeting would be in person. Pham (SMCL) volunteered to host August's meeting at Millbrae or Foster City. He also recommended we meet in-person every other month.

V. **Reports**

There were no reports from committees or work groups.

VI. **Public Comment:** None

VII. **Review of Draft Agenda**

- a. Potential demos for language learning services.
- b. Review documentation for Vice Chair role. Potential action item regarding establishment of vice chair role.

VIII. **Announcements**

- a. SSFPL has an open Adult Services Manager position.
- b. SMCL has two manager positions open.
- c. RWC has position for Library Director open.

IX. **Adjournment – Adjourn at 10:30**

X. **Recorder:** Burlingame next in rotation for August. SMPL will be the notetaker in September, switching with Daly City.

Brown Act: This meeting abides by Cal. Gov't Code § 54953.

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